

**CITY OF NEENAH**  
**FINANCE AND PERSONNEL COMMITTEE MEETING**  
**Monday, March 25, 2019 – 6:30 p.m**  
**Hauser Room, Neenah City Administration Building**  
**211 Walnut Street, Neenah, Wisconsin**

**MINUTES**

**Present:** Chairman Erickson; Aldermen Kunz, Steele, Stevenson and Boyette (6:35); Mayor Kaufert; Assistant City Attorney VandenHeuvel; Director of Finance Easker.

**Others Present:** Director of Community Development Haese, Assistant Planner Kasimor.

**Absent/Excused:** None.

**Public Appearances:** None.

**Minutes:** Motion/Second/Carried Kunz/Stevenson to approve the minutes from the March 11, 2019 Regular Meeting. All voting aye.

**Request to Fill Director of Human Resources & Safety Position:** Committee reviewed memo from Mayor Kaufert recommending authorization to fill the Director of Human Resources & Safety position. Current Director Heather Barber has submitted her letter of resignation effective in early June 2019. Mayor Kaufert has reviewed the request and concurs with filling the pending vacancy. He also indicated his preference that the position be filled as soon as possible to ensure that the new Director has some overlap with Director Barber prior to her departure. Committee and staff discussed various aspects of filling the pending vacancy.

**Motion/Second/Carried Stevenson/Boyette authorizing approval to fill the Director of Human Resources & Safety position.** All voting aye.

**Resolution 2019-10: Approval of 2019 Community Development Block Grant (CDBG)**

**Plan:** Committee reviewed memo of Assistant Planner Kasimor requesting approval of Resolution 2019-10 for the 2019 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development. The memo indicated that, while planning for the 2019 program is underway, the funding allocation has not yet been announced. The tentative program is based upon estimated funding of \$180,000, with revolving fund payments and program income estimated at \$105,000. Planner Kasimor said that the plan being proposed would then need to be amended when the funding allocation is announced.

Committee and staff discussed various aspects of the proposed CDBG program. Issues discussed included the amount of flexibility of the proposed program to amend funding levels, the mandated restart of the federal 30-day timing requirement if substantial changes are proposed, requested details on the total proposed Housing and Economic funding of \$107,000, a discussion on how Planning and Administrative funds are used, a detailed discussion on the use of funds for projects such as the house purchase to benefit Cook Park and a discussion on the availability and use of loan repayment funds. Chairman

Erickson requested that future CDBG annual program funding approval requests include more specific detail on the uses and who benefits from the use of CDBG funds from previous years.

RESOLUTION

**Motion/Second/Carried Stevenson/Kunz recommending Council approve Resolution 2019-10 for the 2019 Community Development Block Grant and authorization to enter into agreements for the activities, subject to approval by the U.S. Department of Housing and Urban Development. All voting aye.**

**Recommended 2018 Transfer from Benefit Accrual Fund to General Fund:** Committee reviewed memo from Director Easker recommending approval to make a 2018 transfer of \$125,048 from the Benefit Accrual Fund to the General Fund to offset the loss of revenue caused by the mandated reduction of market value on City investments for the fiscal year 2018. In 2017, the Common Council approved using \$178,239 of the surplus in the Benefit Accrual Fund to offset the mandated reduction of market value on City investments.

If the 2018 action is approved, and pending any audit adjustments, the City would end the year with: 1). a General Fund Unassigned Fund Balance of \$4.166 million; 2). a General Fund Total Fund Balance of \$4.602 million and; 3). the Benefit Accrual Fund at a \$1.255 million surplus, all of which Director Easker indicated were positive achievements from a financial reporting standpoint. Committee and staff discussed various aspects of the proposed transfer and the City's year-end financial status.

REPORT

**Motion/Second/Carried Stevenson/Kunz recommending Council's approval to make a 2018 transfer of \$125,048 from the Benefit Accrual Fund to the General Fund to offset the loss of revenue caused by the mandated reduction of market value on City investments for fiscal year 2018. All voting aye.**

**Fiscal Matters: February Vouchers: Motion/Second/Carried Stevenson/Steele to approve the February vouchers as presented. All voting aye.**

**Motion/Second/Carried Boyette/Stevenson to adjourn the meeting at 7:45 p.m. All voting aye.**

Respectfully submitted,



Michael K. Easker, CPA  
Director of Finance